

BOD FACT SHEET FORMAT

Fact Sheet

SUBJECT: Personal Property Accountability

PURPOSE. To update BOD regarding subject project to promote Commander emphasis.

1. FACTS.

- The Chief, by 14 Apr 98, memorandum, subject: Personal Property Accountability, directed Commander's implement standard procedures provided by HQUSACE Logistics Directorate.
- These procedures were based on lessons learned from U.S. Army Audit Agency (AAA) FY 97 CFO audit of Southwestern Division.
- Essential requirements are:
 - Use Corps of Engineers Financial Management System (CEFMS)/Automated Personal Property Management System (APPMS) for property accountability as found in HQUSACE Logistics Directorate standard procedures.
 - Conduct 100 percent annual hand receipt inventories using bar code scanners.
 - Schedule, perform, and document Command Supply Discipline Program/Equipment Usage Management Program for on-site quality assurance review.
- These procedures are vital for positive property accountability and management.
- Recent Command Inspections and audits have found that the procedures have not been fully implemented by several districts.
- During its FY 99 CFO audit, AAA will conduct USACE-wide reviews to verify that these procedures are in place and are being used.

2. EXPECTED BOD ACTIONS.

- Commanders follow-up with their Logistics Chiefs to ensure full implementation of the standard personal property accountability procedures.

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Date: 10 Feb 99